

**BUDGET CALENDAR
FOR FISCAL YEAR 2011-2012**

2011-2012	Required actions	
	1	Appoint Capital Improvement Advisory Committee
		BOS requirements
		BOE requirements
	2	CIP gathers info from Town Departments and the Board of Education
		BOF requirements
	3	CIP recommendations to the Board of Selectmen
	4	BOS and BOF to discuss budget guidelines
	5	Distribute guidelines to include the dates of all required budget submissions
	6	"Budget Process" document to taxpayers? (timing needs to be around BOE distribution)
01/24/10	7	Submission of all budgets to the First Selectman
02/01/11	8	First Selectman to submit the Town Budget to the BOS
	9	Town Public Hearing notice published
01/10/11	10	Town Budget Public Hearing(s)
		Board of Education Budget Public Hearing(s)
02/17/11	11	CIP recommendations to the Board of Selectmen Budget Presentations- Town Depts., various comm.
		Town Hall 5 p.m. Thursday
02/19/11	12	Budget Presentations- Cemetery, Libraries, Reg of Voters, VNA, various comm, Selectman's budgets
		Town Hall 9 a.m. Saturday
02/23/11	13	Budget Presentation- Public Works (related budgets,) Park & Rec., Fire Marshal, Emergency Management, Fire Departments
		Scout Hall 6 p.m. Wednesday
	14	Superintendent of Schools to submit the BOE budget to the Board of Education

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03/22/11	15	The BOS to approve and submit their proposed Town Budget and Budget Message to the BOF.	High School Cafeteria 7 pm - 9 pm
	16	Board of Education to approve and submit their proposed BOE Budget and Budget Message to the BOF.	
03/23/11	17	BOF Special meeting to develop budget presentation for April 5 Public Hearing	Park Hill Center 7 pm to 9 pm.
03/29/11	18	Board of Finance to issue a Public Notice for Public Hearing on the Board(s) of Selectmen and Educations proposed budgets.	
	19	The Proposed Budgets and Budget Messages shall be printed by the Town and Board of Education and made available in the Town Clerks office and open to public inspection.	
04/05/11	20	Board of Finance to conduct a required Public Hearing on Board(s) of Selectmen & Education's Recommended Town Budget before its consideration of said proposed budgets.	Middle School, Broad Brook. 7 pm to 9 pm.
04/06/11	21	Board of Finance Workshop	Park Hill Center 7 pm to 9 pm.
04/08/11		Board of Finance Workshop	Scout Hall 7 pm to 9 pm.
04/12/11		Board of Finance Workshop	Scout Hall 7 pm to 9 pm.
04/15/11		Board of Finance Workshop	Scout Hall 7 pm to 9 pm.
04/20/11		Regular BOF Meeting - Approval of proposed 2011/2012 Budget for 1st Referendum.	Town Hall 7 pm.
04/29/11	22	Board of Finance to issue a Public Notice on 1st Referendum to include the approved proposed 2011/2012 Budgets and recommended Mill Rate . File the approved proposed Budget and recommended Mil Rate with the Board of Selectmen and Town Clerk's office.	

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05/10/11	23	Submission of the Budgets to Referendum	2nd Tues May Town Hall
		If the 1st Referendum passes, the Board of Finance shall hold a special meeting after the polls close to set the mill rate based upon the approved budgets.	
05/11/11		If the 1st Referendum Fails, the Board of Finance shall hold a Public Hearing to receive public input on the 2011/2012 proposed budgets for a 2nd Referendum.	Middle School, Broad Brook. 7 pm to 9 pm.
05/13/11	24	Board of Finance Budget Workshop to agree on a new proposed 2011/2012 Budgets for 2nd Referendum.	Park Hill Center 7 pm to 9 pm.
05/16/11		Board of Finance to issue a Public Notice on 2nd Referendum to include the approved proposed 2011/2012 Budgets and recommended Mill Rate . File the approved proposed Budget and recommended Mil Rate with the Board of Selectmen and Town Clerk's office.	
05/24/11	25	If required 2nd Budget Referendum	4th Tues May
		If the 2nd Referendum passes, the Board of Finance shall hold a special meeting after the polls close to set the mill rate based upon the approved budgets.	Town Hall
05/25/11		If the 2nd Referendum Fails, the Board of Finance shall hold a Public Hearing to receive public input on the 2011/2012 proposed budgets for a 3rd Referendum.	Middle School, Broad Brook. 7 pm to 9 pm.
05/31/11	26	Board of Finance Budget Workshop to agree on a new proposed 2011/2012 Budgets for 3rd Referendum.	Town Hall Meeting Room 7 pm to 9 pm.
06/07/11		Board of Finance to issue a Public Notice on 3rd Referendum to include the approved proposed 2011/2012 Budgets and recommended Mill Rate . File the approved proposed Budget and recommended Mil Rate with the Board of Selectmen and Town Clerk's office.	
06/14/11	27	If required 3rd and Final Budget Referendum	2nd Tues June
06/14/11		If the 3rd Referendum passes, the Board of Finance shall set the 2011/2012 Mill Rate based upon the approved budget. If the 3rd Referendum fails, the Board of Finance shall set the Mill Rate based upon the 2010/2011 Adjusted budget plus 2%.	Town Hall